



Invitation to Bid

June 27, 2013

Re: Maintenance and janitorial services

Dear potential bidder,

We are releasing for bid maintenance and janitorial services for STEM Preparatory Academy's new facility located on the former Tennessee Preparatory School campus in the 1200 block of Foster Avenue in Nashville, Tennessee. The subject structure was built in 1941 and encompasses approximately 28,000 square feet. Part of the facility was recently occupied by Nashville State Community College. The facility is currently undergoing a rehabilitation project and will be used as the permanent home for STEM Preparatory Academy, beginning August 1, 2013.

Background

Founded in 2011, STEM Preparatory Academy is Nashville's first public charter school specializing in science, technology, engineering and mathematics. It is a fifth- through eighth-grade middle school that provides a rigorous college preparatory curriculum. For the 2013-2014 school year, we will enroll approximately 300 students in grades five through seven, adding eighth grade the following year.

STEM Prep has executed a long-term sublease agreement for the Old High School building on the TPS campus with the Metropolitan Government of Nashville and Davidson County, which leases the property from the State of Tennessee.

Scope

The service provider will be expected to provide a full range of building maintenance and management services. These services include but are not limited to:

- Cleaning/janitorial services for staff offices, meeting rooms, washrooms and lunchrooms;
- Grounds maintenance to include trimming of the lawn and landscaping, as well as snow removal to ensure safe entry to and exit from the building during inclement weather;
- Minor interior fabric maintenance;
- Heating, ventilation, and air conditioning maintenance and repair;
- Electrical lighting;
- Fire and safety maintenance and inspection coordination;
- Plumbing maintenance and repair;
- Elevator maintenance and repair.

Moreover, STEM wishes to ensure a scent free/allergen free workspace as much as possible. Proponents will be required to verify and ensure that environmentally sound cleaning products are used wherever practical



and reserves the right to inspect products on demand. The vendor must demonstrate its ability to deliver very competitive rates for the above noted services.

Instructions

Bids should be delivered to 3748 Nolensville Pike, Nashville, TN 37211 no later than 12:00pm on July 12, 2013. STEM Prep reserves the right to reject any bid and is not obligated to accept the lowest bid. All bids must be sealed upon delivery.

The contact during the bidding process is:

Charlie Williams
STEM Preparatory Academy
3748 Nolensville Pike
Nashville, TN 37211

Phone: (615) 921-2200
Email: cwilliams@stemprepacademy.org

Please notify us by email of your intention to bid on this project, as soon as possible.

Sincerely,

Dr. Kristin McGraner
Executive Director